

MINUTES OF GREATER ROANOKE TRANSIT COMPANY AUDIT COMMITTEE

August 16, 2004

1. CALL TO ORDER:

The meeting of the Greater Roanoke Transit Company Audit Committee was called to order at 1:30 p.m. on Monday, August 16, 2004, with Chair, Dr. M. Rupert Cutler, presiding.

- The roll was called by Mrs. England

Audit Committee

Members Present: Dr. M. Rupert Cutler, Chair
Mayor C. Nelson Harris
Vice-Mayor Beverly T. Fitzpatrick, Jr.
Brenda L. McDaniel
Brian J. Wishneff

Others Present: Drew Harmon, Municipal Auditor
Darlene L. Burcham, City Manager
William M. Hackworth, City Attorney
Ann Shawver, Deputy Director of Finance
George C. Snead, Jr., Asst. City Manager for Operations
Evelyn W. Powers, City Treasurer
Mike Tuck, Assistant Municipal Auditor
Pamela Mosdell, Information Systems Auditor
Brian Garber, Senior Auditor
Cheryl Ramsey, Auditor
Doris England, Administrative Assistant

2. INTERNAL AUDIT REPORTS:

A. Inventory Count

Dr. Cutler recognized Mr. Harmon for comments. Mr. Harmon stated that there were no issues with the audit. He had spoken with Dave Morgan, General Manager of GRTC, by telephone and told him he did not think it necessary for Mr. Morgan to attend the audit committee meeting. Mr. Harmon then asked for any questions from the committee. There were no questions or comments. The audit was approved to be received and filed.

Dr. Cutler said he and Mr. Harmon had discussed performing an audit at GRTC in fiscal year 2006. He recognized Mr. Harmon for comments. Mr. Harmon said that his office was the designated auditor(s) for the GRTC and there had been some time since the last audit. GRTC has its own accounting, human

resources, payroll, and maintenance facility. Mr. Harmon had spoken with Dave Morgan of GRTC and expressed his desire to audit that area in fiscal year 2006. There were affirmative comments from the committee members that the audit be planned for FY 2006.

Dr. Cutler asked Ms. Burcham if there was any change in the issue of moving the downtown bus depot. Ms. Burcham stated committee members should be getting a copy of the consultant's study in a couple weeks. She did relay that the consultant's study, based upon ridership, does not recommend the bus depot be moved. With the addition of the commuter SmartWay bus and a new restaurant being opened nearby, issues related to some individuals that frequent the bus depot, should improve.

Mr. Fitzpatrick commented that the SmartWay bus averages 45 riders each weekday and 90 on each weekend day, which is lower than needed to pay for itself. GRTC has been pleased with results to date.

Mr. Wishneff asked if bringing everybody into a central place was still a good idea. Ms. Burcham responded that the study indicates that some people come downtown to transfer, but some come downtown as a destination. Relocation could create an inconvenience for people who are transit dependent and a negative impact for those of the workforce who depend upon it.

3. UNFINISHED BUSINESS:

There was no unfinished business to come before the Committee.

4. NEW BUSINESS:

There was no new business to come before the Committee.

5. ADJOURNMENT:

There being no further business, the meeting was adjourned at 1:37 p.m.

M. Rupert Cutler, Chair